



Nyungwe Management Company Ltd
Address -P.O. Box 1448
Kigali
Rwanda
www.visitnyungwe.org

NYUNGWE MANAGEMENT COMPANY

NYUNGWE NATIONAL PARK VACANCY ANNOUNCEMENT

Nyungwe Management Company Ltd (NMC Ltd) was created by the management agreement between the Government of Rwanda (through RDB) and African Parks Network, to manage Nyungwe National Park for 20 years starting from October 2020. NMC Ltd is seeking to recruit suitable candidates to fill the post of **Assistant Store Keeper** in Nyungwe National Park. The candidates must be Rwandan, technically skilled with good problem-solving ability, be enthusiastic, motivated, reliable, and able to execute tasks independently.

JOB TITLE: Assistant Store Keeper
RERORTING TO: Field Operation Manager

Duties and Key responsibilities not exhaustive

- Day to day registration of items in and out of stock.
- Assist the storekeeper to update inventory
- Assist the storekeeper to produce monthly report.
- Ensure that the store is always in order.
- Verify computer data with physical count of stock and adjust errors in computation, then count, or investigate and report reasons for discrepancies if there is any.
- Compare inventories with what on management office records.
- Complies and maintain records of quality, type and value of material, equipment's or supplies in store.
- Prepare report in price lists, inventory balance and shortage.

KNOWLEDGE AND SKILLS

Minimum Education and Qualification Required

- Having Bachelor's or Advanced Diploma (A1) in Accountant, Management courses or related field.
- 2 years of previous experience; experience in stock management,
- Driving license Category, B.
- Proficient computer skills, including Microsoft Office Suite
- Good interpersonal skills and communication with all levels of management
- Good analytical and problem-solving skills;
- Ability to work under pressure and overtime;
- Exposure of working with a multi-currency set up;
- Between 25 and 40 years of age.



Nyungwe Management Company Ltd – TIN 111945658



Directors: Mr.F.Gatare , Mr. C. Wells, Mrs. J. Sebageni, Mrs. J. Labuschagne, Mr. J. Gruner



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Interested candidates should forward their application letter together with all relevant documents to the email address provided Bellow no later than 06th September 2024. The required documents should be submitted in scanned soft copies in pdf format (preferably as one document) on nmc.recruit@africanparks.org. Successful candidate will begin with an immediate effect.

Applications must include the following documents:

- Application cover letter addressed to the Park Manager
- Stating where you heard about the position and why you should be considered
- Curriculum vitae including your personal details, education level and any experience
- Name, address and telephone numbers of three (3) references
- All the documents should be in one pdf document and named after your name and position, for example: Name, Nyungwe Ass. Store Keeper, 2024.

Please note that only candidates with the needed qualifications and relevant experience will be shortlisted, if you don't hear from us within one week after submission deadline, know that you have not been shortlisted.

Done in Nyungwe National Park on 24th August 2024.

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Park Manager/CEO
Nyungwe Management Company



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